Errata and Course Exam Maintenance

Overview

- What is Errata?
- When to Submit Errata.
- How to Format Errata.
- How to Submit Errata.
- Submitting Course Exam Changes.
- Your Options – and What to Avoid.
- Formatting.

What is Errata?

Webster's Third New International Dictionary (Unabridged)

From the Latin: erratum

An error (a misstatement or misprint) in something published or written

When to Submit

- When change is mission essential.
- When change is a **safety hazard.**
- After receiving/reviewing item analysis.
- Before next prepack.

When to Submit *(continued)*

- Compile changes and submit together.
- Do not submit one change at a time.
- DO NOT resubmit changes.

(**See page 6-2 in *Guide for Authors.***)

How to Format Errata

- One course per single sheet of paper.
- Follow examples in *Guide for Authors.*
  - Appendix B-3
  - Appendix B-4
- Double space all entries.
  - Volume changes 1st.
  - URE changes 2nd.
  - Course exam changes 3rd.

How to Format *(continued)*

- Do not renumber self-test questions.
- Do not renumber answers.
- Do not renumber URE questions.
- Verify before submitting.
  - Course number.
  - Volume number.
  - Edit code.

How to Format *(continued)*

Use general notes as much as possible.

General notes may be used for the entire course or for individual volumes.

Example: Change all occurrences of “ECI” to “AFIADL” in all volumes.

How to Submit Errata

Mail to:

AFIADL/DCC

ATTN: Sandy Fortner or Gail Gore

50 South Turner Blvd

Maxwell AFB Gunter Annex AL

36118-5643

How to Submit *(continued)*

E-mail constraints:

- Incompatible systems.
- Inability to hold formatting.
- Inability to open attachments.

Faxed documents will be accepted

DSN 596-3208 (Sandy Fortner or Gail Gore)

Commercial (334) 416-3208

Submitting Course Exam Changes

- Rekey an answer.
- Delete a question.
- Make a minor pen-and-ink change to your course exam.

What is not Acceptable?

- Rearranging options or questions.
- Rewording questions or options.
- Adding explanatory phrases.
- Spelling out acronyms.
- Undeleting a question.
- Deleting only part of a question.
- Replacing the question entirely.

What is an Acceptable Change?

- Correction of misspelled words.
- Correction of symbols that did not print.
- Rekey answers.
- Addition of missing words such as “will” before “be.”
- Deletion of questions.

Deleted Items

- Less than 10 deleted items will not be marked on the student's exam.
- Although they are not marked, they will not be scored.
- More than 10 deleted items will be physically marked as deleted on the student's exam.

Deleted Items (*continued)*

REMEMBER ….

If you have less than 10 deletions on your exam; they may not show on the student's copy as being deleted.

Formatting

- Follow examples in *Guide for Authors*
  - Appendix B-3
  - Appendix B-4
- Double space all entries
- Verify before submitting
  - Course number
  - Exam number

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Use E-mail for simple rekeys and

Summary

- Submit errata in a timely manner.
- Use correct formatting.
- Use the *Guide for Authors.*
- Contact AFIADL for guidance when necessary.

Point of Contact

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QUESTIONS?